



STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION

900 Public Safety Blvd.
Dover, DE 19901
(302) 760-2011



Posting #10011061

SUPPLY, STORAGE & DISTRIBUTION TECHNICIAN II

Opening Date: April 25, 2006

Closing Date: May 9, 2006

A Vacancy Exists

Salary: \$22,379 – \$27,974 (Minimum - Midpoint) Pay Grade 6

Location: New Castle County (**Please check this county on your application**), Division of Maintenance and Operations, Canal District, 250 Bear Christiana Road, Bear, DE

Summary Statement: This class series uses seven levels of work in the Administrative Services Occupational Group, Supply, Property and Procurement Occupational series and describes the overall functions of Supply, Storage, and Distribution involved in inventory control, materials handling, and distribution of materials, equipment, supplies, and other articles. Inventory control involves counting, recording, maintaining, managing, coordinating, tracking, determining disposition, and the acquisition of inventory. Distribution involves transporting, transferring, and issuing inventory. Materials handling involves physically cleaning, inspecting, preparing, assembling, disassembling, operating, loading, unloading, storing, disposing, and displaying inventory.

This is the fifth level of work performing as the lead level in all aspects of inventory control, materials handling, and distribution services for a variety of supplies, materials, and equipment.

Selective Requirement: Please address the selective requirement separately on the Minimum Qualifications page of the application. Selective Requirements must be met in addition to the minimum qualifications. Applicants who do not possess the selective requirement will not be qualified.

1. Knowledge of inventory control of automotive supplies and parts.

Applicant must list/detail all their training/coursework and/or experience in inventory control of automotive supplies and parts.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Experience in basic mathematical computations.

Applicants must detail all experience in addition, subtraction, multiplication, division, decimals, percentages and fractions.

2. Experience operating equipment used to distribute/transport supplies, equipment or merchandise such as medium size trucks, forklifts, hydraulic lifts, pallet jacks, hand trucks and dollies.

Applicants must detail all experience operating equipment used to distribute/transport supplies, equipment or merchandise such as medium size trucks, forklifts, hydraulic lifts, pallet jacks, hand trucks and dollies.

3. Experience in tracking and coordinating movement, acquisition, and disposition of supplies, materials and equipment to prevent overstocking and to meet short-term needs.

Applicants must detail all experience tracking and coordinating movement, acquisition, and disposition of supplies, materials and equipment to prevent overstocking and to meet short-term needs.

4. Knowledge of record-keeping systems designed for the purpose of inventory, purchasing, and bookkeeping control.

Applicants must list/detail all training/coursework and/or experience in maintaining a record-keeping system designed for the purpose of inventory, purchasing, and bookkeeping control.

5. Knowledge of the principles and practices of crew/team leadership.

Applicants must list/detail all training/coursework and/or experience in the application of principles and practices of crew/team leadership.

6. Ability to communicate effectively.

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

- Collects, receives, marks, sorts, stacks, distributes, and inventories supplies, materials, equipment, parts, or other articles.

- Locates and selects material, supplies, tools, equipment, parts, or other articles from stockroom, warehouse, storage yard, or other related areas.
- Adjusts, repairs, assembles, or prepares products, supplies, equipment, or other items according to specifications or customer requirements.
- Operates a variety of equipment for the purpose of preparing, inspecting, weighing, evaluating, recording, marking, or transporting supplies, materials, equipment, or other articles.
- Records type, quantity, value, or location of material, supplies, equipment or other articles received, shipped, used, or issued.
- Cleans and maintains supplies, tools, equipment, instruments, and storage areas to ensure compliance with safety regulations; ensures security of inventory.
- Lead worker involves the accountability for the work product of others. Typical elements include assigning tasks, monitoring progress and workflow, scheduling work, establishing work standards, and/or controlling the transfer of supplies by others between competing stock rooms.
- Tracks and coordinates movement, acquisition, and disposition of supplies, materials and equipment to prevent overstocking and to meet short-term needs.
- Serves as a resource to others in the resolution of supply, storage, and distribution problems and issues.
- May drive a tractor-trailer inter and intra state in support of a warehousing operation.
- Typical contacts are with a variety of persons such as agency employees, and the public to coordinate operations.

License, Registrations and Certifications:

Possession of a valid driver's license at the time of appointment and during tenure in the class.

Conditions of Employment:

- Work Schedule: 7:00 a.m. – 3:00 p.m. (Monday – Friday)
- Upon a conditional offer, you must undergo pre-employment drug testing as part of the hiring process.
- Applicants must be legally authorized to work in the United States. DelDOT does not provide employment-based sponsorship.
- A labor organization has been elected by employees as their representative for collective bargaining and other work related purposes. The person selected for this position shall as a condition of employment, join and pay dues to the labor organization or may, instead not join but pay a service fee no greater than the dues. The labor organization is required to represent all employees, even those who do not join.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).**
- Paper applications can be submitted to one of the following locations:

DEPARTMENT OF TRANSPORTATION (DELDOT), Human Resources,
900 Public Safety Boulevard, Dover, DE 19901 Phone: (302)760-2011 Fax
(302)760-2915

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone:
(302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE
19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610,
Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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